

I. Reports Production and Evaluation

- A. Check "Reports Log" to ascertain sources used, per month, in preparing the total number of monthly reports, for last three calendar months: total number and distribution per officer.
- B. Do your requests for requirements result in satisfactory cases?
- C. In your opinion, are your best reports the result of directed interview from Headquarters or locally-devised and handled cases?
- D. How satisfactory do you find present case requirements forwarded from Headquarters?
  - 1. Are they usually within the source's competency?
  - 2. Are they prepared in understandable fashion?
  - 3. Are they current?
- E. Do sufficient numbers of your reports get evaluation which are forwarded to you to enable you to judge the worthwhileness of your sources?

25X1C

25

- A. What is major type request for overt support - graphics materials, periodicals, maps, institutional reference works, etc.?
- B. What unit of the DD/I complex seems to originate most cases handled by your office?

- 2 -

- C. Does there appear to be any duplications in requests for overt support received by your office, or a more logical source for the material, e.g. another U.S. Government Agency, etc.?

IV. Liaison

Give indication of relationships and frequency of contact with local units of:

1. U.S. Army - G-2
2. U.S. Navy - ONI
3. U.S. Air Force - A-2
4. Department of Justice - FBI
5. Department of Justice - Immigration and Naturalization
6. Other Federal or local agencies of an intelligence or law enforcement nature

V. Alien Exploitation

- A. What percentage of time is spent on alien exploitation?
- B. Is the alien potential in the area covered?
- C. Does the office have the language ability to cover aliens?

VI. Coverage of Area

- A. How completely are all sources of foreign intelligence information covered?
- B. Are relations with all contacts good? If not, why not?

VII. Administration

- A. Are requests for administrative support expeditiously handled for you by Headquarters, or at least status reports rendered, e.g. personnel actions, requests for supplies, etc.
- B. Do you regularly receive Agency regulations?
- C. For those offices having assigned Government vehicles:
  1. Mileage run on each vehicle for last three months
  2. Are any cars frequently garaged overnight at a staff member's home?

- 3 -

3. In opinion of office chief, is it more feasible from both an economical and operational point-of-view to use Government vehicles than private cars with reimbursement?

D. Is there sufficient travel to and contact in any city in your geographic area to justify the establishment of a resident agency?

E. Do you have sufficient visits from Headquarter's personnel to keep you currently posted on Headquarters thinking? Do you have an excess of "visiting firemen?"

F. Physical security

G. Location and appearance.

VIII. Personnel